

Governing Survey 2007

Please answer the following questions pertaining to your Human Resources Management System.

Agency:

Person Completing Survey:

Phone Number:

1. Please answer the following questions about your agency's grievance policy for FY2005-06 (include grievances filed whose issues were not grievable or were untimely).

A. Total number of grievances filed within the agency concerning the following issues:

	Classified	Non-classified
Classification or compensation decisions (e.g. reclassifications, demotions, reassignments, etc.)		
Adverse actions on pay, tenure, or status (e.g. reduction in salary based on EPMS, etc.)		
Selection processes or decisions (e.g. promotional opportunities, failure to be interviewed or selected for a position, failure to post a position, etc.)		
Any other issues not listed above (Please specify what issue the employee grieved) (e.g. working conditions, performance evaluation ratings, suspensions, terminations, etc.)		

B.

	Classified	Non-classified
Of the grievances filed within the agency in FY2005-06, how many were resolved? (specifically, how many grievances have completed the internal grievance process)		

Of the grievances filed within the agency in FY2005-06, how many are currently pending?		
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C. What was the average number of days it took to resolve grievances in FY 05-06?

D. Of the grievances filed in FY2005-06, how many were upheld within the agency?

E.

	Classified	Non-classified
How many complaints were filed within the agency in FY2005-06 regarding claims of discrimination, harassment or unfair labor practices?		

2. Please indicate which of the following types of development programs were operated by your agency in FY2005-06. (Check all that apply.) For those development programs that your agency operated in FY2005-06, please indicate the number of participants for the year.

	Development Programs	Number of Participants
<input type="checkbox"/>	Co-ops/apprenticeships	
<input type="checkbox"/>	Cross-functional training	
<input type="checkbox"/>	Development planning	
<input type="checkbox"/>	Formal mentoring program	
<input type="checkbox"/>	Formal coaching	
<input type="checkbox"/>	Rotational training program	
<input type="checkbox"/>	Internships	
<input type="checkbox"/>	Matching employees with “stretch” assignments and opportunities	
<input type="checkbox"/>	Manager/supervisor training program	

3. How many hours did your senior leadership training program consist of in FY2005-06?

4. Number of temporary employees (current):

Classified	Non-classified

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED BY ALL AGENCIES EXCEPT HIGHER EDUCATION INSTITUTIONS.

5. Please answer the following questions about your agency's training and development programs.

Average number of training hours per employee in FY2005-06

Average number of training hours per manager in FY2005-06

Overall training expenditures in FY2005-06

Overall training expenditures as a percentage of payroll in FY2005-06 (training expenditures divided by total salaries and fringe benefits)

%

Average expenditures spent on training per employee in FY2005-06

Average expenditures spent on management training per manager in FY2005-06

Percentage of employees who have a career development plan

%

Overall training budget for FY2006-07 (including agency budgets and tuition reimbursement)

Percentage of training and development courses available online

%

6. Please indicate the percentage of your agency's employees who were eligible and who received the following forms of compensation in FY2005-06. If your agency uses any forms of compensation, please list the average amount (rounded to the nearest dollar) of the increase.

	% of Eligible Employees	Average Amount of the Increase
Group performance bonus	%	\$
New-hire referral bonus	%	\$
Sign-on bonus	%	\$
Spot bonus	%	\$

7. For employees in your agency, please estimate the average number of days of leave provided and used per employee in FY2005-06.

	Days Provided	Days Used
Annual Leave		
Sick Leave		

8. Please report the following totals and percentages for your agency, including positions and applications that are handled by your agency (if applicable).

	Classified	Non-classified
Number of open positions in your agency during FY2005-06 (If a position is open, more than once, please count it as multiple openings.)		
Number of job applications for advertised positions submitted during FY2005-06		
Percentage of jobs accepted in FY2005-06 (total number of acceptances/total number of jobs offered to candidates)	%	%
Average number of days it took to fill positions in FY2005-06 (from the day the position is posted or advertised until the day the new employee begins work)		
Average cost per new hire in FY2005-06		

9. In FY2005-06, how many days (on average) did it take to terminate the following types of employees in your agency for performance-related problems and behavior-related problems (from the initial formal decision to terminate to the time the employee leaves)?

	Classified	Non-classified
Performance-related problems		
Behavior-related problems		

10. Please answer the following questions about discrimination charges that were filed by employees in your agency in FY2005-06.

	Classified	Non-Classified
Number of discrimination charges filed in FY2005-06		
Number of discrimination charges resolved in FY2005-06		
Average length of time (in days) required to resolve a		

discrimination charge in FY2005-06		
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Glossary

Behavior-related problem – Employee behavior that adversely affects or interferes with the performance of others or the operation of the agency, such as tardiness, unauthorized absence from job or work area, abusive or derogatory language, inappropriate/improper use of state property, fighting, theft, willful destruction of property, etc.

Grievance – A complaint filed by a state employee regarding an employment decision, a claimed violation of state civil service laws, or a claimed violation of the state government's labor-management agreement.

Performance-related problem – Occurs when an employee does not meet expected and communicated performance standards, or does not carry out assigned duties.

Temporary employee-persons hired to work up to 40 hours per week for no more than 19 weeks in a fiscal year or up to one year at less than 20 hours a week.